

4 MAY 1981

81-7182

MEMORANDUM FOR: Deputy Director of Central Intelligence

FROM: Harry E. Fitzwater
Director of Personnel
Policy, Planning, and Management

SUBJECT: Office Name Change

1. In 1979 the DCI was interested in demonstrating to Agency employees his desire to improve personnel management. In addition to initiatives recommended by the National Academy of Public Administration (NAPA), he believed the name of the Office of Personnel should be changed. He suggested that it be called the "Office of Personnel Policy." He was advised that the Office did much more than develop personnel policy such as planning and management; hence, the name Office of Personnel Policy, Planning and Management (OPPPM) was derived.

2. The name of OPPPM has been a concern for many of us since its conception. The intent of the name change has been misunderstood, and the title of the Office is cumbersome in use and often the target of ridicule. The words "Personnel" and "Director of Personnel" traditionally have included the functions of policy, planning, and management and are preferred to the current title.

3. It is requested that the name of this Office be changed to the Office of Personnel. If you agree with this request, a Headquarters Notice is attached for your signature. We will change the name in regulations and notices when they are updated for other reasons.

Harry E. Fitzwater

Harry E. Fitzwater

Attachment:
As Stated

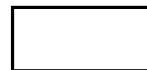
Distribution:

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D/PPPM/HEF Approved For Release 2003/08/26 : CIA-RDP84-00688R000200290001-3

4 MAY 1981

ORGANIZATION



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ANNOUNCEMENT OF OFFICE NAME CHANGE
OFFICE OF PERSONNEL, POLICY, PLANNING, AND MANAGEMENT

Effective immediately, the Office of Personnel Policy, Planning, and Management is renamed the Office of Personnel.

/s/ B. R. Inman

B. R. INMAN
Admiral, U.S. Navy
Deputy Director

TRANSMITTAL SLIP		DATE	
TO: OPPPM/SP			
ROOM NO.	BUILDING		
REMARKS:			
<p><i>J</i></p> <p><i>T/O Charge</i></p> <p><i>file</i></p> <p><i>E</i></p>			
FROM:			
ROOM NO.	BUILDING	EXTENSION	
FORM NO. 241 1 FEB 55		REPLACES FORM 36-8 WHICH MAY BE USED.	
		(47)	

Chrono

20 JUL 1981

MEMORANDUM FOR: Director of Personnel

FROM :

[redacted]
Deputy Director of Personnel for Special Programs

SUBJECT : CIA Allowance and Differential Program

1. Recommendation: This memorandum contains a recommendation in Paragraph 4 for your approval.

2. Background: The Foreign Service Act of 1980 contained a number of provisions on pay, allowances, and differentials which focused attention on this subject. We have also been involved in consideration of additional compensation for Agency personnel assigned to high cost-of-living areas

[redacted] In the course of examining both [redacted] it is obvious that the role of the Office of Personnel in these matters was not well understood either within or outside the office.

The functions of OP in this area are as follows:

CONTRACT PERSONNEL DIVISION

-- The Chief, Contract Personnel Division, is designated as the Agency contact point for the Department of State Allowances Staff. He coordinates responses on proposed changes in the Standardized Regulations and receives notification when changes are made.

-- In accordance with the provisions of [redacted] Establish special monetary allowances and differentials for overseas personnel as required.

-- OP is given responsibility [redacted] for monitoring the administration of standardized differentials and allowances. In addition, OP has responsibility for establishing appropriate differentials and allowances for personnel stationed at foreign posts not classified for this purpose by the Department of State.

-- [redacted] OP has responsibility for developing policies and standards for granting and administering equalization allowances and comparable emoluments.

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-- Membership on the Administrative Allowance Committee for OP is provided [] and provision is made that OP will provide an executive secretary and staff for the Committee. The administrative allowance is a single, nontaxable, nonaccountable allowance authorized certain personnel under nonofficial cover in lieu of Agency overseas allowance entitlements.

BENEFITS AND SERVICES DIVISION

-- In accordance [] OP has responsibility for operating a central processing service to assist personnel performing official travel.

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-- The Family and Employee Liaison Office (FELO) was recently established to provide information, assistance and briefings for individuals and their dependents being sent overseas by the Agency.

DD/POLICY, ANALYSIS AND EVALUATION

-- The Travel Policy Committee is established [] and is responsible for providing advice and assistance to the DDA in the timely review and adoption of Agency travel policies and in the coordination of travel regulations. OP normally provides a member of the Committee who now represents the Office of the DCI. Our member has generally been from the Policy Analysis and Evaluation area, [] is the current incumbent. Since many benefit changes are related to travel, the TPC has played an active role in their review and implementation.

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-- When additional pay was included in the Foreign Service Act of 1980, the DD/PA&E had primary responsibility for developing alternatives to provide additional compensation to employees serving overseas for the Agency. He also served on the Overseas Incentives Task Force which examined possible means to attract and retain employees in our overseas service.

3. Staff Position: The Office of Personnel has significant responsibilities in the area of allowances and differentials as indicated above. In the 1950's and 60's there were many attractions and advantages in overseas service, and the overseas benefit package was generally considered quite generous. The 1970's and early 80's have seen an almost complete reversal of this situation with inflation, the need for both husband and wife to work, terrorism, hostages, and the decline in relative value of the U.S. dollar providing major disincentives for overseas duty. This means that the Agency and OP will have to devote more attention and resources to overseas benefits in order to attract and retain employees for this type of service. Employee mobility problems resulting from inflation and two-job families also require that attention be given to benefits

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The responsibilities of the Office of Personnel in this area are divided between the Contract Personnel and Benefits and Services Divisions of Special Programs (SP) and the Policy and Programs Staff of Policy, Analysis and Evaluation (PA&E). This leads to confusion as to the proper component for various aspects of the program. It has also contributed to the somewhat reactive posture OP has taken in the past on allowances and differentials. With responsibilities so widely scattered, there has not been a central focus or overall program approach.

In the past, the SSA/DDA has played a leading role in stimulating action on allowances and differentials. This resulted from the personal interest of several of the SSA's and from their membership on the Travel Policy Committee and the Interagency Committee on Overseas Allowances and Benefits. The current SSA, [REDACTED] has indicated informally that he does not have the staff to handle what has become a significant program area.

STAT

The increasing importance of allowances and differentials, the diffusion of responsibility within OP for various program elements and the need for OP to assume a leading role in this area are all factors which lead to the conclusion that changes are necessary in our organization and functional statements. Decisions are now being made within the Agency on individual service and benefit incentives with incomplete or infrequent OP coordination and without sufficient attention to the impact on the total benefit package.

STAT

[REDACTED] It did not originally include OP on coordination and provided incomplete justification. Within the Office of Personnel there is no mechanism available to assure that information is shared between Central Processing Branch, Contract Personnel Division and our Travel Policy Committee representative. In order to provide additional attention and leadership in this area, I believe that we need to take the following steps:

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- Bring all of the major related functions together within one Division or Staff.
- Include an Allowance Branch within that organization.
- Provide a GS-14 position to serve as Chief of the new branch and a secretarial position to support the activity.

It is clear that a majority of these functions are already in the Special Programs area and that they should remain. I would propose the following reorganization to accomplish the proposals mentioned above:

- a. Establish an Allowance Branch within CPD to include the two positions now supporting the Administrative Allowance Committee, a new GS-14 Branch Chief and a new secretarial position.
- b. Nominate the Chief, Contract Personnel Division, to replace [REDACTED] as a member of the Travel Policy Committee.

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- c. Propose that the Chief, Contract Personnel Division, become the alternate representative for the Agency on the Interagency Committee on Overseas Allowance and Benefits.
- d. Establish a Contract Branch to handle the administration of contract personnel.
- e. Move Central Processing Branch from BSD to CPD.
- f. Move FELO from BSD to CPD.
- g. Change the name of the Contract Personnel Division to Contract, Travel and Allowances.



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4. Recommendation: It is recommended that you approve the proposed reorganization and course of action contained in Paragraphs 3a - 3h of this memorandum.



STAT

APPROVED:

Director of Personnel

Date

DISAPPROVED:

Director of Personnel

Date

-4-

Distribution:

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23 March 1982

MEMORANDUM FOR: Chief, PMCD

THROUGH : Director of Personnel

FROM :
Deputy Director of Personnel for Special Programs

SUBJECT : Revised Staffing Complement - Contract Personnel Division

1. While the attached proposal was not approved in total, it led to the establishment of the Allowances Branch. The necessary ceiling has not as yet been provided for this function, but I believe that it should be recognized on the staffing complement.

2. It is requested that the name of the Contract Personnel Division be changed to the Contract and Allowances Division and that the staffing complement be changed to reflect the following:

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20 JUL 1981

MEMORANDUM FOR: Director of Personnel

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[REDACTED] Deputy Director of Personnel for Special Programs

SUBJECT : CIA Allowance and Differential Program

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Director of Personnel

Date

DISAPPROVED:

Director of Personnel

Date

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Distribution:

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(20 July 1981)

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